



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## LAW CLERK Licensing/Homeowner Protection Unit

The Law Clerk will be assigned to the Licensing/Homeowner Protection Unit. The Law Clerk will be responsible for investigation, analysis, and assistance with litigation of potential issues involving licensed professionals and mortgage fraud, and loan servicing issues. This is a part-time position (12-20 hours per week) and may be either paid or pro bono.

### The Law Clerk has the following responsibilities

- Investigate allegations against professional licensees to determine the validity of complaints and allegations regarding whether the practitioner has violated any standards of practice or other rules and regulations of his or her particular profession.
- Analyze consumer complaints and compile information related to such investigations through issuance of subpoenas and other correspondence, conducting interviews, analyzing evidence, and utilizing other necessary techniques.
- Draft legal documents, including: subpoenas, memos, administrative complaints, civil complaints, and settlement agreements.
- Assist deputy attorneys general in preparation of and litigation of civil and administrative complaints.
- Perform other duties of the office as may be assigned from time to time.

### Qualifications

- Currently enrolled in an accredited law school.
- Excellent communication skills required, including the ability to relate effectively, both orally and in writing, to legal and non-legal individuals.
- Ability to identify, analyze and resolve legal issues related to cases.
- Excellent legal research and writing skills, with emphasis on clear, persuasive legal analysis and writing.
- Organizational skills sufficient to handle a large caseload. Strong ability to multi-task.
- Good computer skills, including Microsoft Office and Westlaw.